

**ARIZONA DEPARTMENT OF EDUCATION**

**Lisa Graham Keegan**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 99-042**

**TO:** Charter School Administrators, Directors, Principals

**FROM:** Kristen Jordison

**DATE:** February 11, 1999

**SUBJECT:** FEBRUARY, 1998 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

Enclosed you will find the FEBRUARY 1999 apportionment reports for your charter school. These reports reflect data used to calculate the FY 1998-99 Equalization Base/Assistance. The FEBRUARY reports are based on student counts submitted to the Department of Education by your charter school.

Remember your charter school is required by A.R.S. § 15-902.I to report 100<sup>th</sup> day Average Daily Membership data within twelve days after your 100<sup>th</sup> day in session. If you have not submitted your 100th day ADM or February 1st Special Education Census, please do so as soon as possible. The 100th day counts for Special Education are pulled from the February 1st census reports that were due to the ADE on February 6, 1999. Please contact David Schuricht (602) 542-8227 or e-mail at [dschuri@mail1.ade.state.az.us](mailto:dschuri@mail1.ade.state.az.us) or Tom Lowe at (602) 542-8244 or e-mail at [tlowe@mail1.ade.state.az.us](mailto:tlowe@mail1.ade.state.az.us) if you have any questions regarding your ADM or special education counts.

These reports are for your information and DO NOT require sign off. **If you do have a question on any of the data, simply copy the Basic Calculation for Equalization Assistance Report (CHAR55-1) and return it to us (via fax or mail) with the data in question circled.**

If you have any questions or need assistance, please do not hesitate to me at (602) 542-8249 or e-mail at [kjordis@mail1.ade.state.az.us](mailto:kjordis@mail1.ade.state.az.us).

**FYI:** Your Char 55-1 and Char 64-1 reports are now available to be downloaded from the Department's web site ( <http://www.ade.state.az.us/schoolfinance/main/ReportsData>). These web page will be updated monthly with the most current data. We hope you find this useful.

Enclosures

February 11, 1999